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"HR Differently"

Assessment Centre User Manual

… Doing HR Differently

NEOS Pty Ltd

March 2011

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Table of Contents

1. TO LOG IN 4

2. THE ASSESSMENT CENTRE 5

3. CONDUCTING A NEW ASSESSMENT 6

3.1. CONDUCTING A NEW ASSESSMENT 6
3.2. GENERAL ASSESSMENT SCREEN LAY OUT 8
3.3. ENTERING DATA 9
3.4. CONFIRMING AND SAVING DATA 13
3.5. ADDING SPECIAL COMMENTS TO YOUR REPORT 13

4. CREATING A REPORT 14

5. VIEWING ASSESSMENT HISTORY 17

6. USER MANAGEMENT 19

6.1. TO ADD A NEW USER 19
6.2. TO ACCESS USER MANAGEMENT 21
6.3. TO EDIT AN EXISTING USER 23
6.4. TO DELETE A USER 25
6.5. TO CHANGE A PASSWORD 26
7. ADDITIONAL ADVICE 27
DON'T 27
ALSO REMEMBER 28

8. SUPPORT 29

1. To Log In

Go to the http://neoshr.com.au home page.

Scroll down, and you will find the log in form at the bottom of the left hand menu. See Figure 1.

Enter your user name and password and click *User Login*.

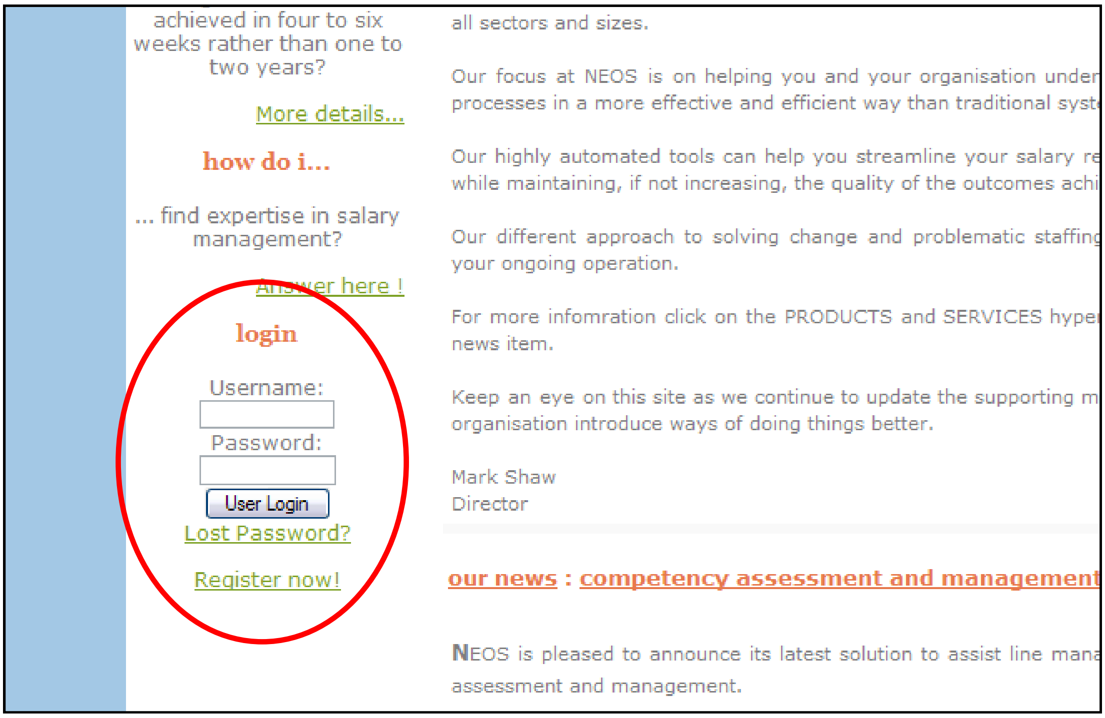


Figure 1: Login

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2. The Assessment Centre

The Assessment Centre is where you undertake assessments, review histories and download records. Figure 2 displays the Assessment Centre page.

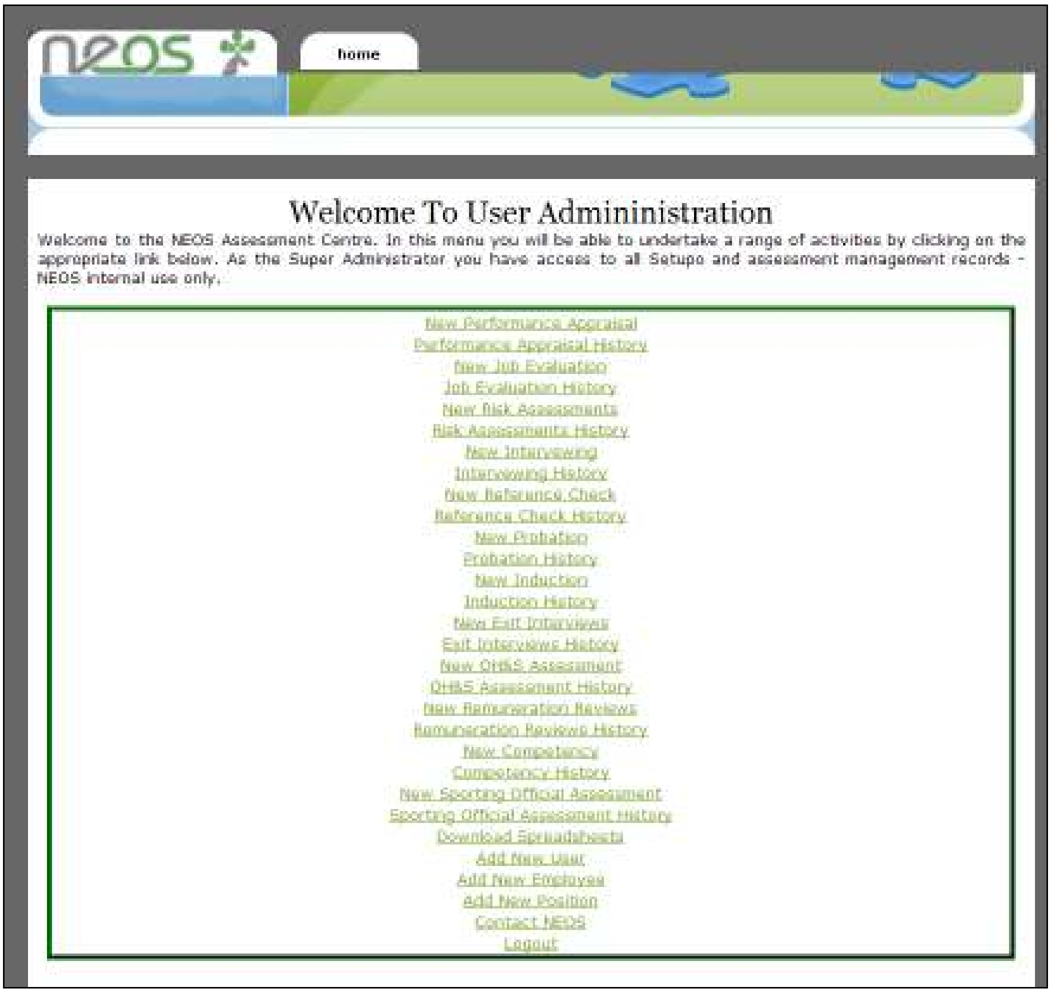


Figure 2: Assessment Centre Page

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3. Conducting a new Assessment

3.1. Conducting a new Assessment

To conduct a new assessment, select the module type as required on the Assessment Centre home page. For example, if you wish to conduct a new Exit Interview, select "New Exit Interview" as per Figure 3. A new page will load (see Figure 4).

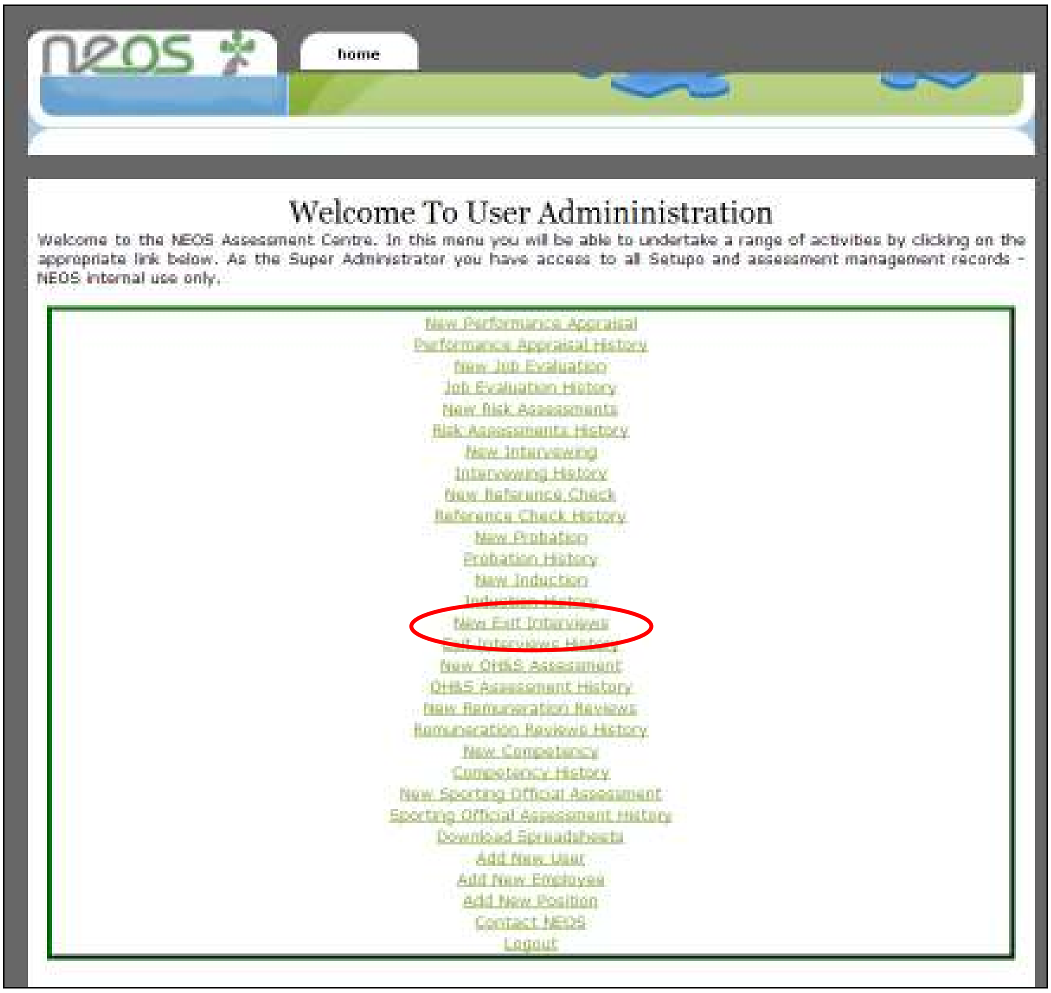


Figure 3: New Assessment

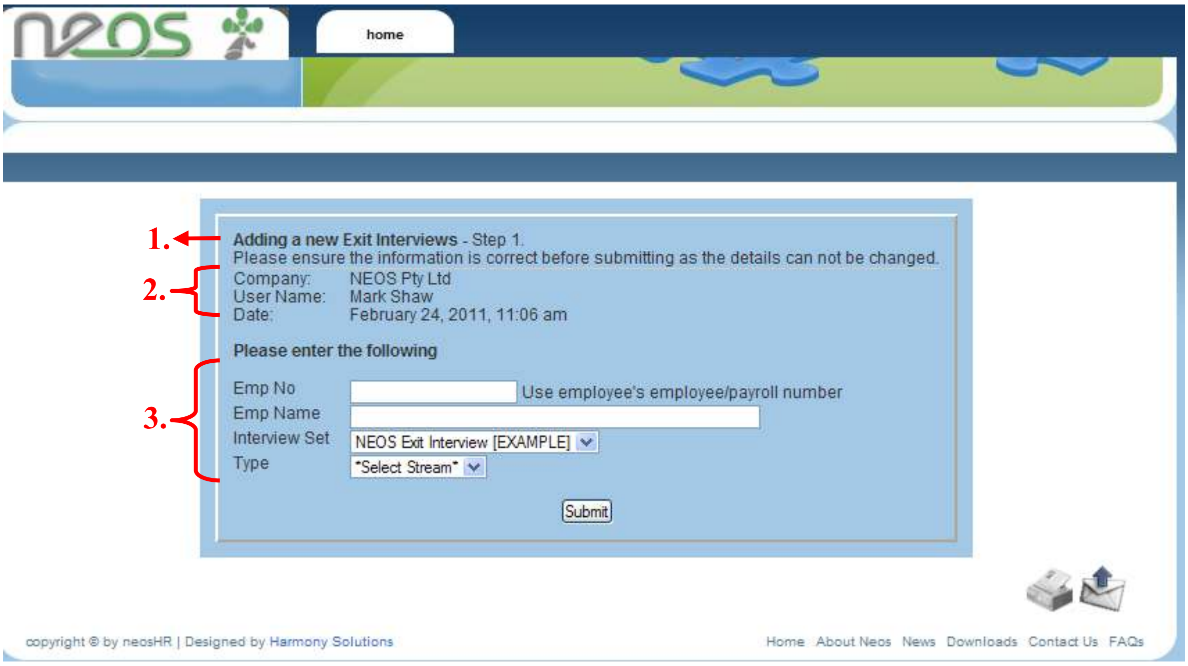


Figure 4: Example of creating a new assessment

Depending on the type of assessment you are performing, a slight variation of the above screen will load. Each screen consists of:

1. Title (type) of Assessment

2. Details of Assessment (company, user, date)

3. Details needed to perform Assessment (eg. job number, job title, award, stream, risk number, set, activity, employee, position)

To proceed enter the appropriate details for the assessment being made. Hit *Submit.*

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3.2. General Assessment Screen Lay out

A copy of the general assessment screen layout is now displayed in Figure 5.

The key aspects of the screen are:

1. Category tabs: A position is evaluated against a number of categories. Simply click on the tab name to move between categories.
2. Elements: Each category contains a number of elements. Each element is used to describe a particular aspect of the position.
3. Element Points: Each element is assessed on a number of levels. The total provides a predetermined result based on the level selected

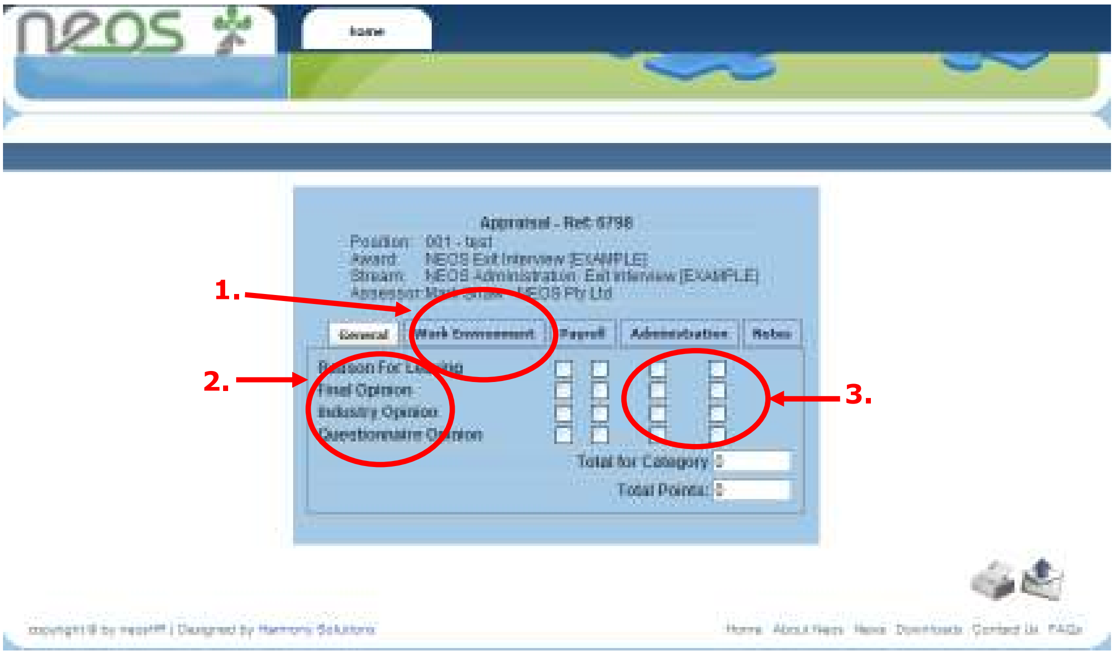


Figure 5: General layout

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3.3. Entering data

Figure 6 is an example of the data entering screen. Each tab represents a skill category, and on each tab are numerous elements. A level must be selected for each element. After reviewing the position requirements slowly move the mouse or pointer across the squares to the left of the element "Qualifications" (see circle below). As your pointer moves across the square a dialogue box describing the meaning of this value will appear (see



Figure 7).

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Figure 6: Initial screen

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Figure 7: Example of a dialogue box

Check the tick box when you have identified the most appropriate level for the element.

NB: Only one selection per element is allowable. Once an element is checked, a total will appear on the right hand side of the screen. As a level is nominated for each element, the total for that element will be presented and the total value of the category will be displayed as in Figure 8.

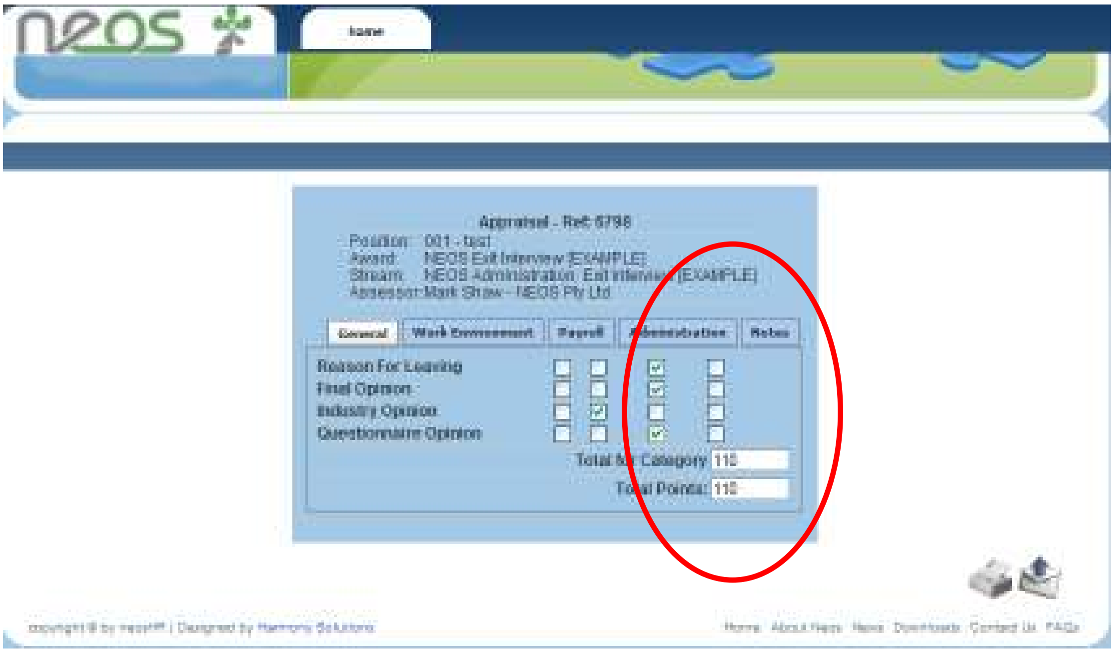


Figure 8: Completed category showing category total

3.4. Confirming and Saving Data

Once you are satisfied that you have selected the correct level for each element, move onto the next category by selecting the next tab. Make a level selection for each element under all categories.

3.5. Adding Special Comments to Your Report

The *Notes* tab is provided for the inclusion of free text (see Figure 9). Use this tab to make any special comments regarding the assessment, some qualifying remarks, or other comments (ie salary /Personal Classification) or recommendations. The "Notes" section prints on the automatic reports. The "Comments" section is for internal/assessor comments and are kept confidential.



Figure 9: Recording notes and comments

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4. Creating a Report

Once a level has been allocated to every element under each category, a report can be printed. Select the *Store Record* button that would have appeared after selecting the level for the final element. See Figure 10.



Figure 10: Creating a report

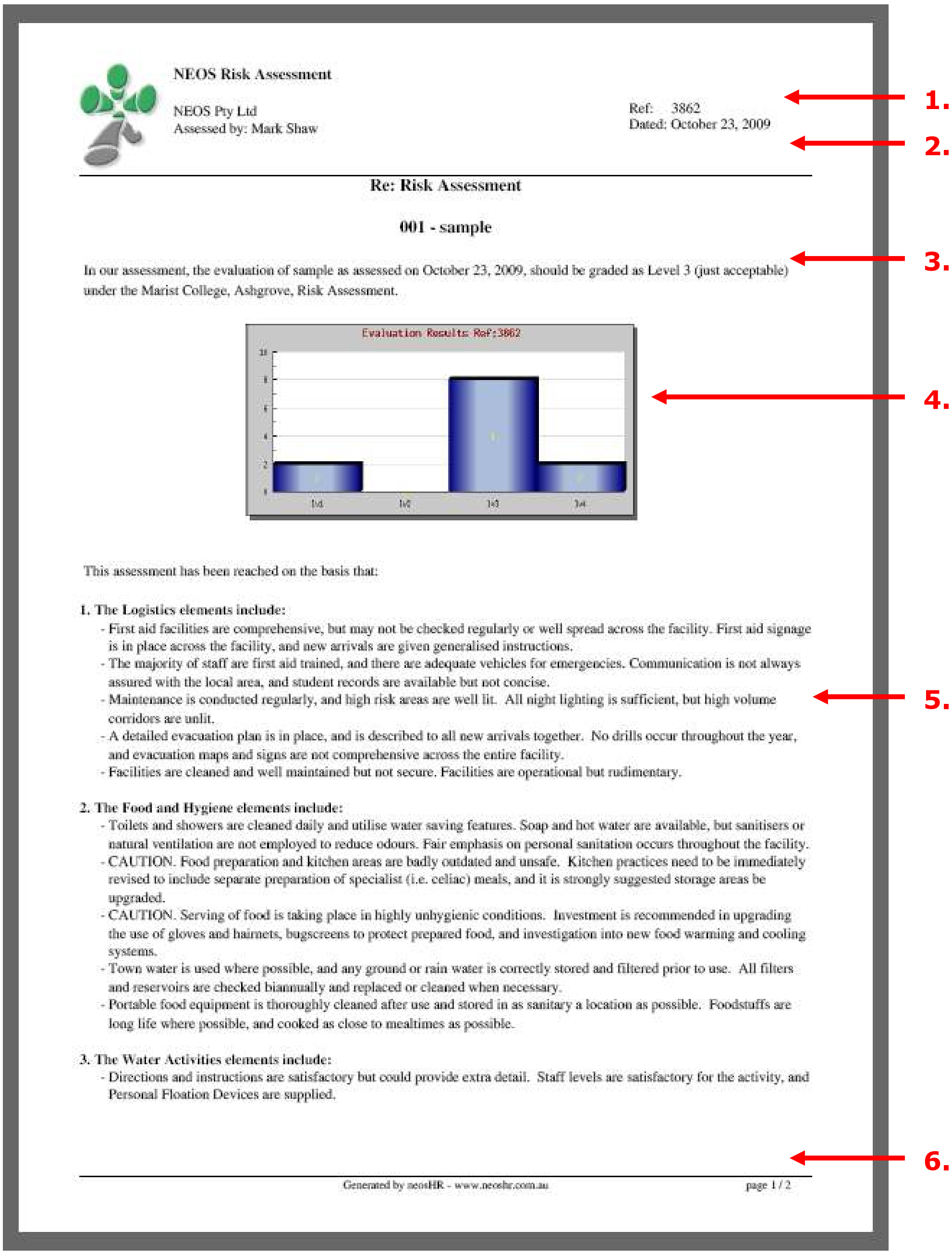
A new screen will open giving you three options; *Print Report*, *Another Appraisal*, and *Return to Home Page* (see Figure 11). Select the desired option.



Figure 11: Report options

If *Print Report* is selected, the report will be generated in a new window from where it can be printed to a local or network printer or saved PDF file. A sample report is shown in Figure 12. Once this occurs, the internet explorer window will return the user to the home page.

If *Another Report* is selected, the browser will direct you back to the starting page to create another assessment under the same module.



NEOS Risk Assessment

NEOS Pty Ltd
Assessed by: Mark Shaw

Ref: 3862
Dated: October 23, 2009

Re: Risk Assessment

001 - sample

In our assessment, the evaluation of sample as assessed on October 23, 2009, should be graded as Level 3 (just acceptable) under the Marist College, Ashgrove, Risk Assessment.

This assessment has been reached on the basis that:

1. The Logistics elements include:
- First aid facilities are comprehensive, but may not be checked regularly or well spread across the facility. First aid signage is in place across the facility, and new arrivals are given generalised instructions.
- The majority of staff are first aid trained, and there are adequate vehicles for emergencies. Communication is not always assured with the local area, and student records are available but not concise.
- Maintenance is conducted regularly, and high risk areas are well lit. All night lighting is sufficient, but high volume corridors are unlit.
- A detailed evacuation plan is in place, and is described to all new arrivals together. No drills occur throughout the year, and evacuation maps and signs are not comprehensive across the entire facility.
- Facilities are cleaned and well maintained but not secure. Facilities are operational but rudimentary.

2. The Food and Hygiene elements include:
- Toilets and showers are cleaned daily and utilise water saving features. Soap and hot water are available, but sanitisers or natural ventilation are not employed to reduce odours. Fair emphasis on personal sanitation occurs throughout the facility.
- CAUTION. Food preparation and kitchen areas are badly outdated and unsafe. Kitchen practices need to be immediately revised to include separate preparation of specialist (i.e. celiac) meals, and it is strongly suggested storage areas be upgraded.
- CAUTION. Serving of food is taking place in highly unhygienic conditions. Investment is recommended in upgrading the use of gloves and hairnets, bugscreens to protect prepared food, and investigation into new food warming and cooling systems.
- Town water is used where possible, and any ground or rain water is correctly stored and filtered prior to use. All filters and reservoirs are checked biannually and replaced or cleaned when necessary.
- Portable food equipment is thoroughly cleaned after use and stored in as sanitary a location as possible. Foodstuffs are long life where possible, and cooked as close to mealtimes as possible.

3. The Water Activities elements include:
- Directions and instructions are satisfactory but could provide extra detail. Staff levels are satisfactory for the activity, and Personal Floation Devices are supplied.

Generated by neosHR - www.neoshr.com.au page 1 / 2

Figure 12: Sample report

This report contains the following detail:

1. A unique reference number
2. The date the report was printed
3. The date the assessment was made
4. A graph, indicating how many elements were rated at each level
5. Word descriptions of each level selected
6. Notes as made by the assessor (if applicable)

This report can then be printed, saved under a general directory of an electronic management system or emailed. This document should be stored/processed as per your company's policies.

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5. Viewing Assessment history

Select the history you wish to view. For example, if you wish to view the history for Job Evaluation, select *Job Evaluation History* on the User Administration menu (see **Figure 13**).

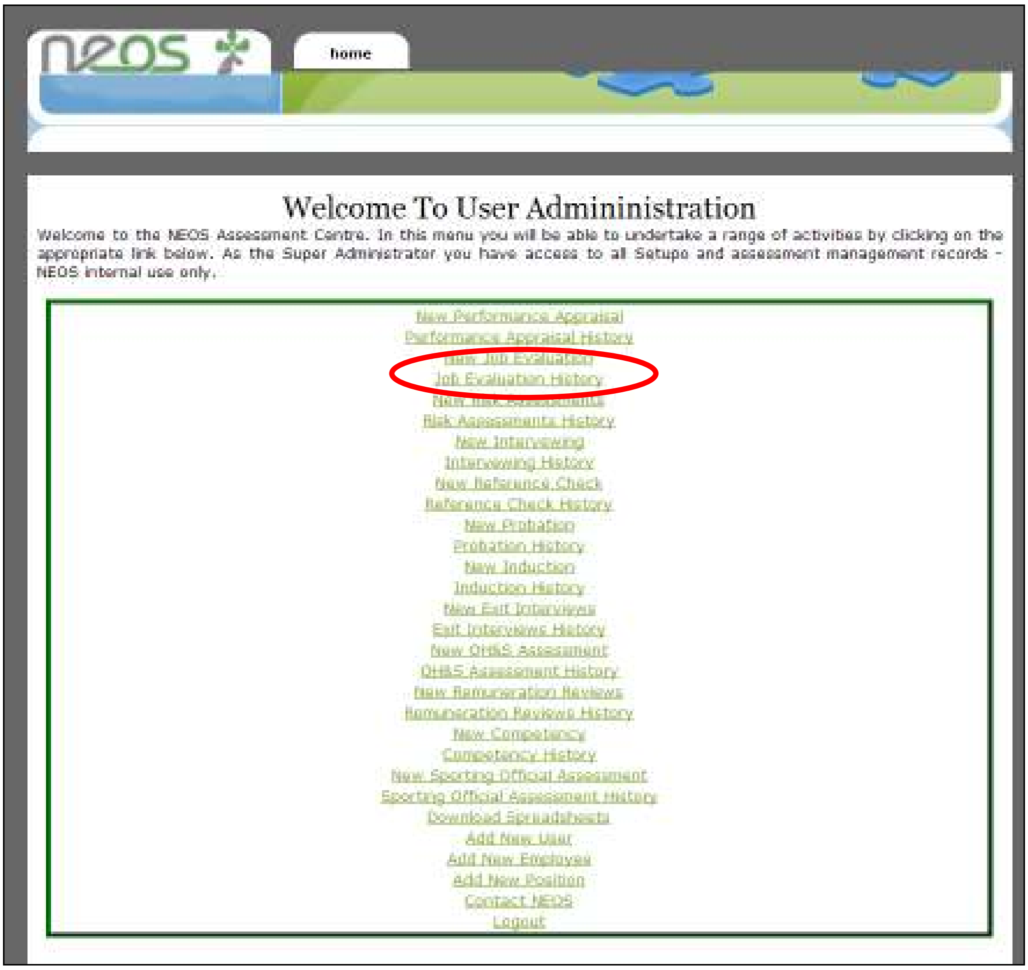


Figure 13: Evaluation History

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A new page will open containing the records that you have access to. These records can be sorted by clicking on the drop down filter column headings. This enables records to be filtered by job no., job title, date, award, stream or level. Choose the report you wish to review, and click "Show" (see Figure 14). A box will appear asking you to Save or Open the file.

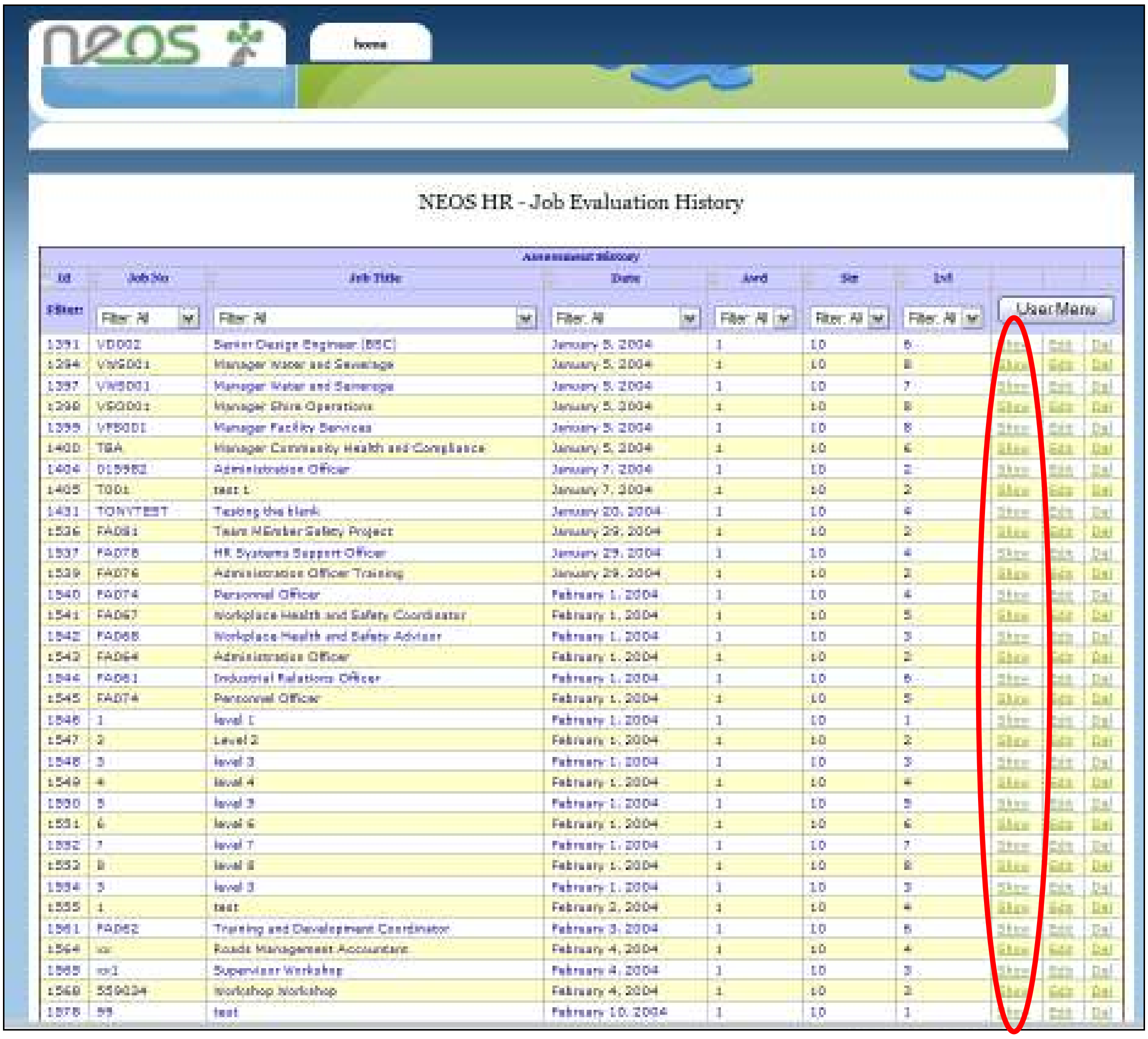


Figure 14: Evaluation History record list

6. User management

6.1. To add a new user

To add a new user, select *Add New User* from the User Admin menu. See Figure 15 below.

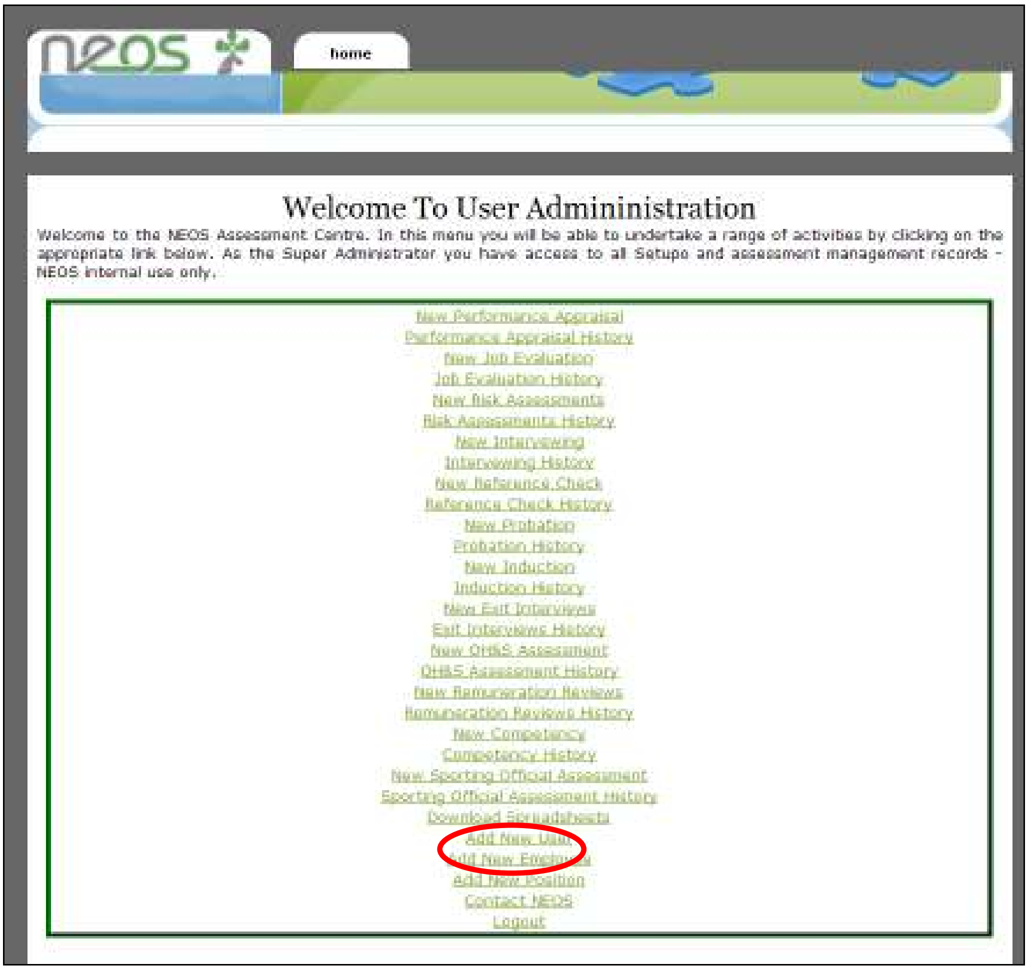


Figure 15: User Admin Menu

A new page will load (see Figure 16).

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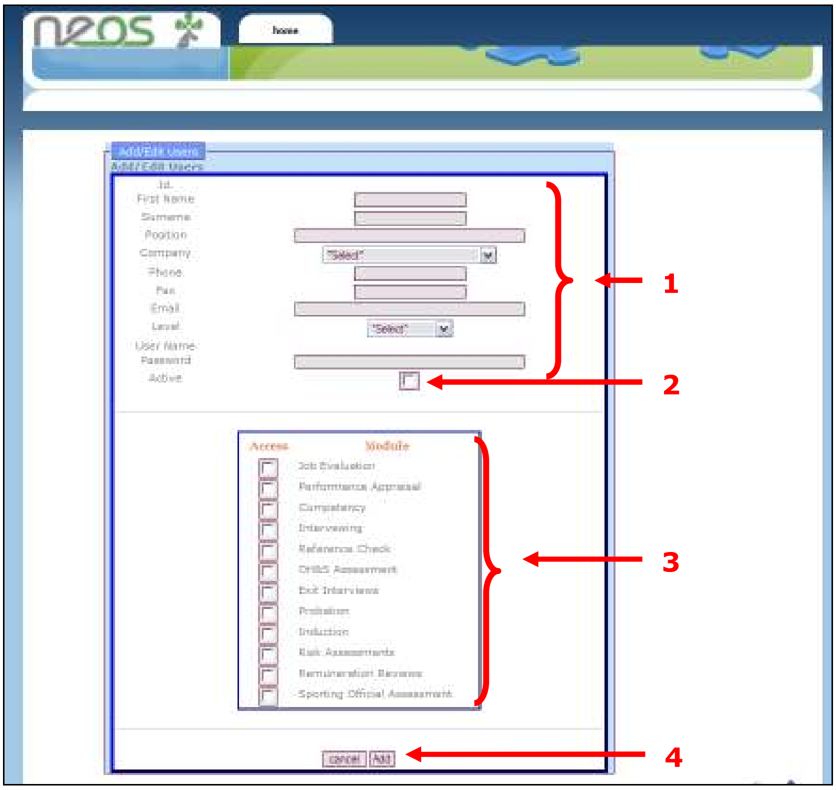


Figure 16: New User

To complete a new user:

1. Fill out all the appropriate details
2. NB. Email address: admin@neoshr.com.au
3. Ensure the box marked "Active" has been checked
4. Check all applicable module boxes
5. Click *Add* at the bottom of the screen

NEOS will issue an email to the new user providing their username and password for log-in.

6.2. To access user management

User management can only be accessed if you have the appropriate level of access.

From the *Add New User* menu, click *User Management* located on the bottom, right-hand side of the screen. See Figure 17.

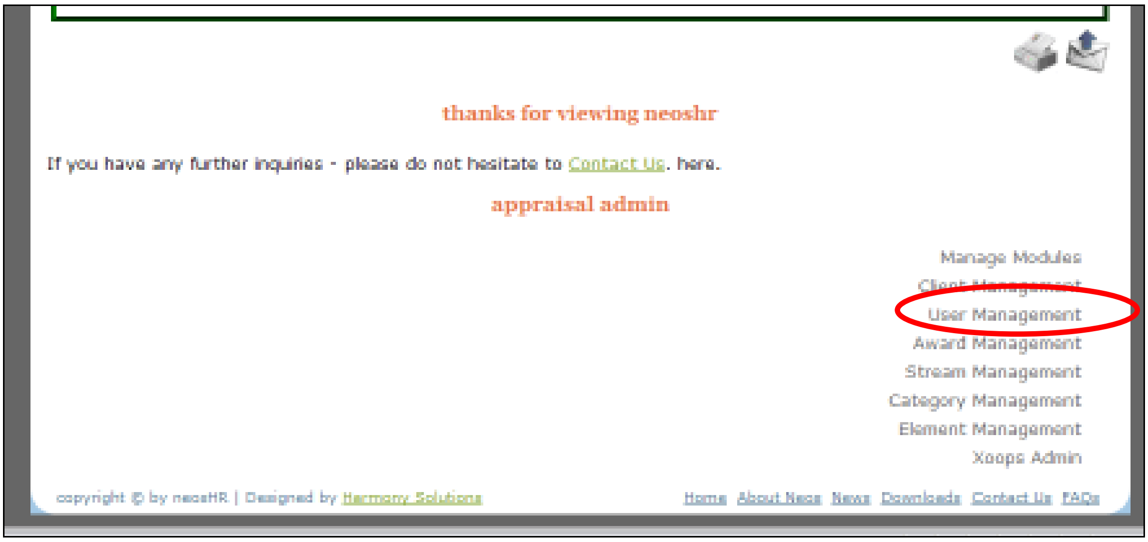


Figure 17: User Management

A new screen will load (see Figure 18).

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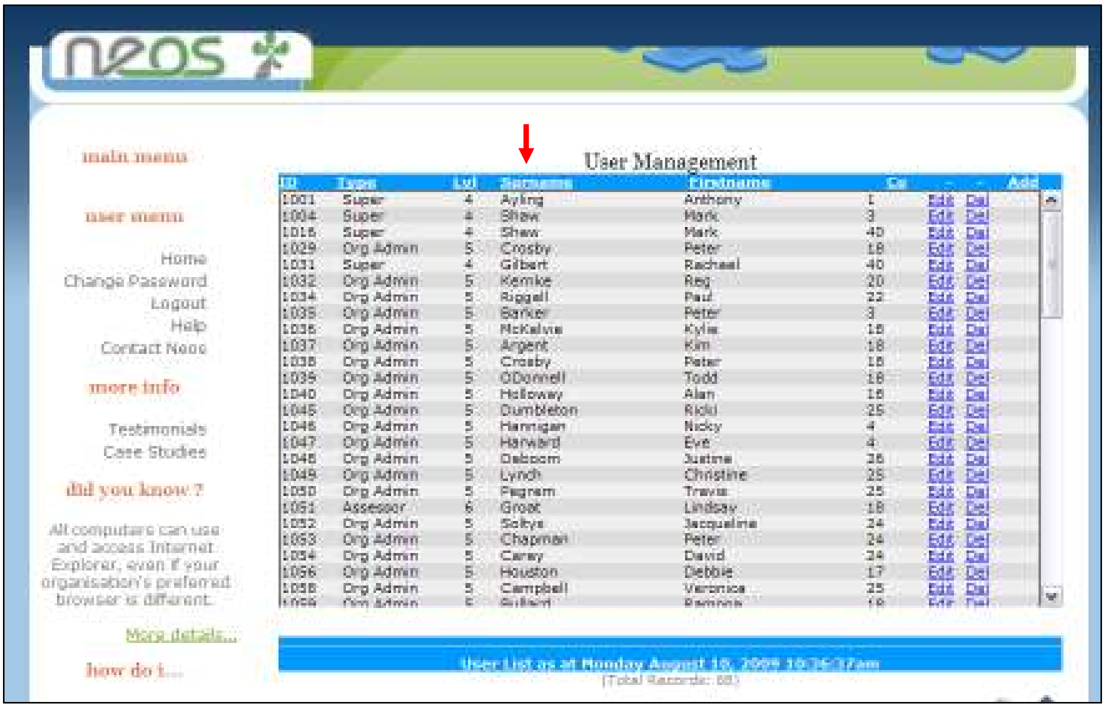


Figure 18: User Management Menu

From here each column can be sorted by clicking a particular heading within the table. For example, to sort all employees alphabetically by surname, click *Surname* and the list will refresh to display all employees alphabetically.

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6.3. To edit an existing user

On the *User Management* screen find the user you wish to edit. Click *Edit* next to the users name in the right hand column. See Figure 19.



Figure 19: To Edit Users

A new page will load (see Figure 20).

You will be able to amend the user's details. Please note that the User password can not be changed. Ensure the "User Active" button is checked before saving the changes. Click *Update* to save changes.



Figure 20: Editing Users

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6.4. To delete a user

To delete a user, click *Delete* next to the users name on the right hand column in the User Management menu. See Figure 21.



Figure 21: Deleting Users

A new page will load as per Figure 22.

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Click "Delete" at the bottom of the screen.

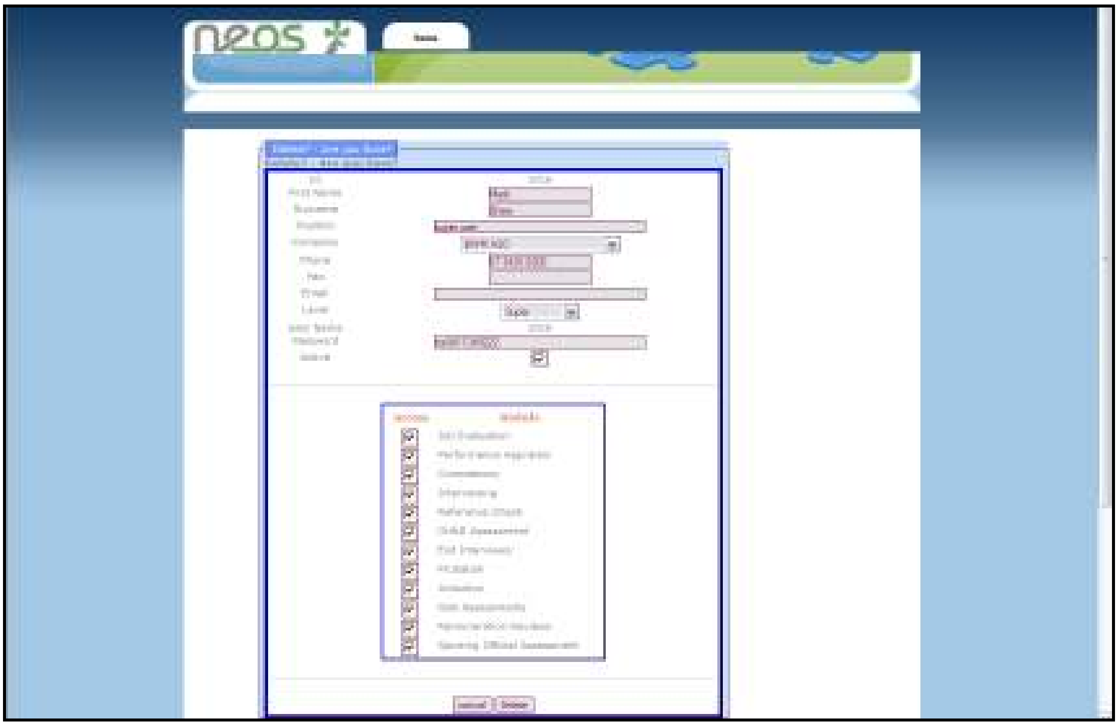


Figure 22: Deleting a User

6.5. To change a password

Due to our current security settings users are unable to change their passwords themselves. Should you desire to change your password please contact admin@neoshr.com.au and we can arrange to have it changed for you.

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7. Additional Advice

Do

- ✓ Look for the general overall scope of the job

  Ie: Supervise V's manage, type of qualification needed
- ✓ Interpret and place your value judgement on the written position description
- ✓ Look for consistency across the categories and elements
- ✓ Refer to the company policy if necessary
- ✓ Scroll over the pop up just near the probable element level
- ✓ After generating a report, click on <return to menu> to return to members page
- ✓ Complete every assessment you start. Cancelling part way through will "crash" the system
- ✓ When researching the role ask, "show me evidence", "show me an example of the work" and "demonstrate"

Don't

- × Use the Internet Explorer <⇦Back> key when processing
- × Use single or double quote symbols ('' "")
- × Trust reports where multiple reports have been incorrectly generated from the one specific assessment you have completed. The data in the report will probably be corrupted
- × Cancel an assessment part way through

Also remember

- Check you have ticked all elements – otherwise the report and level will be wrong and the report will generate with NUL
- Check you have put in any necessary "additional notes" before you generate a report
- Data cannot be amended after it is saved. You need to add a new appraisal, evaluation, or competency assessment
- Jobs with incorrectly generated data because of using the <⇦back> key or other issues will generate incorrect reports
- If all else fails, log out of internet explorer and log in again
- Use the notes area to explain variance

8. Support

Initially, all support calls to:

Neos Pty Ltd: Phone: 07 3420 8200

Email: admin@neoshr.com.au

Technical Support

Starvision IT: Phone: (07) 3822 1717

Email: tayling@starvision.com.au